



CDSS

WILL LIGHTBOURNE  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**

744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



EDMUND G. BROWN JR.  
GOVERNOR

July 29, 2011

ALL-COUNTY LETTER NO.: 11-56

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY FISCAL OFFICERS  
ALL IHSS PROGRAM MANAGERS  
PA EXECUTIVE DIRECTORS

REASON FOR THIS TRANSMITTAL

- State Law Change
- Federal Law or Regulation Change
- Court Order
- Clarification Requested by One or More Counties
- Initiated by CDSS

SUBJECT: PUBLIC AUTHORITY ADMINISTRATIVE ALLOCATION FOR FISCAL YEAR (FY) 2011-12 AND THE ESTABLISHMENT OF AN ALLOCATION OF \$3,000 GENERAL FUND FOR PUBLIC AUTHORITY ADVISORY COMMITTEE EXPENSES TO THE PUBLIC AUTHORITIES IN ACCORDANCE WITH WELFARE AND INSTITUTIONS CODE SECTION 12301.6.

REFERENCE: All-County Letter No.: 09-53, dated October 1, 2009  
All-County Letter No.: 10-54, dated December 9, 2010

This letter is to provide the FY 2011-12 final General Fund (GF) allocations from the state for the administrative costs associated with the In-Home Supportive Services (IHSS) Public Authority (PA)/Nonprofit Consortium (NPC) administrative activities. A total of \$8,850,213 GF has been made available in the FY 2011-12 Budget Act.

**IHSS Public Authority Administrative Allocation:**

The California Department of Social Services (CDSS) will continue to utilize the allocation methodology developed for FY 2009-10, including the establishment of a minimum allocation for the 20 smallest counties. This methodology was set forth in All-County Letter 09-53. The result of the allocation is that each county will have a percent to total, an amount similar to that in FY 2009-10 and FY 2010-11.

The state will participate at a rate of 65 percent of the non-federal share up to the amount stated in the column identified as "State General Fund Share" in the attachment titled "FY 2011-12 PUBLIC AUTHORITY ADMIN BUDGET ALLOCATION". The county will be responsible for paying the entire non-federal share of any PA Administrative costs reflected in their PA Rate exceeding the amount listed in the attachment.

The state participation does not affect the PA Rate that is currently in effect that CDSS and the Department of Health Care Services (DHCS) have approved. As always, if a county would like to change the PA Rate to raise or lower the PA administrative component, a new PA Rate change request may be submitted at any time.

### **RATE CHANGE REQUESTS PROCESS**

The process for submitting rate change requests has not changed. Counties will be required to follow the previously established rules for submitting PA Rate Change Requests. State approval of the PA rate requires approval of both CDSS and DHCS. However, in an effort to assist the counties, the state will now accept a scanned copy of the PA Rate Change Request with all documentation attached. The County and/or Public Authority may scan and electronic-mail (e-mail) the PA Rate Change package to the PA Analyst assigned to your county and provide a copy to Ruben Romero, at [Ruben.Romero@dss.ca.gov](mailto:Ruben.Romero@dss.ca.gov) and Rolonda Moen, at [Rolonda.Moen@dss.ca.gov](mailto:Rolonda.Moen@dss.ca.gov) on the e-mail. Original copies of the scanned PA Rate Change Request package will need to be submitted by certified mail.

In accordance with Welfare and Institutions Code (W&IC) section 2306.1(b), any change made to the PA/NPC rate shall take effect commencing the first day of the month following final approval received by CDSS and DHCS. Counties should keep in mind that the state approval process can take up to 60 days. A listing of the PA Analyst assigned to your county is attached for your reference.

### **CLAIMING DISALLOWANCE**

As stated in ACL 10-54, for claiming purposes, counties and PAs should be aware W&IC sections 12306 and 12305.86 require that provider fingerprinting and Department of Justice background investigations are to be performed at the provider's expense. These expenses are no longer considered in the PA rate nor will federal or state funding be made available for these costs. Therefore, all claiming for these activities are to be eliminated from the SOC 448 claims.

In addition, expenses claimed for direct service delivery (i.e. provision of IHSS authorized service hours for example: Urgent Care or Emergency Services) to IHSS recipients by PA staff cannot be claimed to this allocation. All direct services to recipients must be provided through the established modes of Individual Provider, County Homemaker or County Contractor and hours provided to recipient must be entered into the Case Management, Information, and Payrolling System (CMIPS).

### **ADVISORY COMMITTEE FUNDING**

Senate Bill (SB) 72 (Chapter 8, Statutes of 2011) reduced the IHSS Advisory Committees GF allocation by \$1.5 million GF and eliminated the mandate required in WIC section 12301.3. However, counties in accordance with W&IC section 12301.6 may

continue to fund and invoice for advisory committee activities and governing board expenses. FY 2011-12 Budget Act provides for state general funds of \$168,000 and \$331,296 total funds.

Claiming Advisory Committee Allocation Funds

For FY 2011-12 each of the 56 Public Authorities' will receive an Advisory Committee Allocation of \$3,000 general fund for the advisory committee activities. Beginning July 1, 2011, the PAs will claim the advisory committee expenses quarterly on the SOC 448 (Line B34). Line E34 provides for the federal share of the allocation and once expenses are provided in the 1<sup>st</sup> Quarter, Line F34 provides the remaining allocation information. Line G34 provides for the GF allocation and Line H34 provides for the remaining GF allocation after the input of the 1<sup>st</sup> Quarter expenses.

Any questions or concerns regarding the PA Administrative Budget and Advisory Committee allocations, please contact Ruben Romero, Chief, Fiscal Administrative Systems Bureau, at (916) 651-3460 or Rolonda Moen, Manager, Fiscal and Administrative Unit, at (916) 651-5332.

Sincerely,

***Original Document Signed By:***

EILEEN CARROLL  
Deputy Director  
Adult Programs Division

Attachments

FY 2011-12 PA Admin Allocations  
FY 2011-12 Advisory Committee \$3,000 GF Allocation  
PA Analyst assigned by County

**COUNTY****FY2011-2012 Public Authority Administrative Budget Allocation****ADMIN 25% EXPENDITURES. 50% CASELOAD 25%**

	Total Funds by County w/New SGF Reduction Applied	Federal Share	State General Fund Share	County Share
Alameda	\$ 869,230.40	\$ 389,821.18	\$ 311,616.00	\$ 167,793.22
Amador	\$ 136,272.42	\$ 61,113.69	\$ 48,853.18	\$ 26,305.55
Butte	\$ 190,337.02	\$ 85,359.88	\$ 68,235.14	\$ 36,742.00
Calaveras	\$ 215,764.66	\$ 96,763.34	\$ 77,350.86	\$ 41,650.46
Colusa	\$ 81,960.95	\$ 36,756.78	\$ 29,382.71	\$ 15,821.46
Contra Costa	\$ 886,264.45	\$ 397,460.39	\$ 317,722.65	\$ 171,081.41
Del Norte	\$ 81,220.33	\$ 36,424.64	\$ 29,117.20	\$ 15,678.49
El Dorado	\$ 254,029.55	\$ 113,923.88	\$ 91,068.69	\$ 49,036.98
Fresno	\$ 664,574.89	\$ 298,039.93	\$ 238,247.73	\$ 128,287.23
Glenn	\$ 174,043.58	\$ 78,052.81	\$ 62,394.00	\$ 33,596.77
Humboldt	\$ 153,059.59	\$ 68,642.18	\$ 54,871.32	\$ 29,546.09
Imperial	\$ 180,955.95	\$ 81,152.78	\$ 64,872.06	\$ 34,931.11
Inyo	\$ 75,789.18	\$ 33,988.95	\$ 27,170.15	\$ 14,630.08
JPA Counties	\$ 534,227.37	\$ 239,583.36	\$ 191,518.61	\$ 103,125.40
Kern	\$ 303,156.76	\$ 135,955.81	\$ 108,680.62	\$ 58,520.33
Kings	\$ 247,857.80	\$ 111,156.05	\$ 88,856.14	\$ 47,845.61
Lake	\$ 274,519.80	\$ 123,113.08	\$ 98,414.37	\$ 52,992.35
Lassen	\$ 54,558.34	\$ 24,467.62	\$ 19,558.97	\$ 10,531.75
Los Angeles	\$ 3,513,458.39	\$ 1,575,670.26	\$ 1,259,562.31	\$ 678,225.82
Madera	\$ 121,953.94	\$ 54,692.32	\$ 43,720.05	\$ 23,541.57
Marin	\$ 322,412.64	\$ 144,591.44	\$ 115,583.78	\$ 62,237.42
Mariposa	\$ 150,590.89	\$ 67,535.05	\$ 53,986.30	\$ 29,069.54
Mendocino	\$ 251,560.85	\$ 112,816.75	\$ 90,183.67	\$ 48,560.43
Merced	\$ 233,539.32	\$ 104,734.69	\$ 83,723.01	\$ 45,081.62
Modoc	\$ 63,939.41	\$ 28,674.72	\$ 22,922.05	\$ 12,342.64
Mono	\$ 83,935.91	\$ 37,642.49	\$ 30,090.72	\$ 16,202.70
Monterey	\$ 295,010.03	\$ 132,302.27	\$ 105,760.05	\$ 56,947.71
Napa	\$ 149,603.41	\$ 67,092.20	\$ 53,632.29	\$ 28,878.92
Orange	\$ 625,569.39	\$ 280,547.25	\$ 224,264.40	\$ 120,757.74
Placer	\$ 337,471.72	\$ 151,344.94	\$ 120,982.41	\$ 65,144.37
Riverside	\$ 1,422,466.78	\$ 637,929.46	\$ 509,949.27	\$ 274,588.05
Sacramento	\$ 1,136,590.95	\$ 509,723.57	\$ 407,463.81	\$ 219,403.57
San Benito	\$ 155,775.17	\$ 69,860.03	\$ 55,844.84	\$ 30,070.30
San Bernardino	\$ 1,242,992.05	\$ 557,440.96	\$ 445,608.22	\$ 239,942.87
San Diego	\$ 1,913,244.98	\$ 858,027.30	\$ 685,891.51	\$ 369,326.17
San Francisco	\$ 1,339,024.62	\$ 600,508.40	\$ 480,035.55	\$ 258,480.67
San Joaquin	\$ 539,411.64	\$ 241,908.34	\$ 193,377.15	\$ 104,126.15
San Luis Obispo	\$ 200,458.70	\$ 89,899.12	\$ 71,863.73	\$ 38,695.85
San Mateo	\$ 314,019.05	\$ 140,827.19	\$ 112,574.71	\$ 60,617.15
Santa Barbara	\$ 501,640.49	\$ 224,969.22	\$ 179,836.33	\$ 96,834.94
Santa Clara	\$ 697,902.40	\$ 312,986.22	\$ 250,195.52	\$ 134,720.66
Santa Cruz	\$ 325,621.95	\$ 146,030.71	\$ 116,734.31	\$ 62,856.93
Shasta	\$ 314,512.79	\$ 141,048.62	\$ 112,751.71	\$ 60,712.46
Siskiyou	\$ 57,767.66	\$ 25,906.89	\$ 20,709.50	\$ 11,151.27
Solano	\$ 376,970.98	\$ 169,059.06	\$ 135,142.75	\$ 72,769.17
Sonoma	\$ 632,234.89	\$ 283,536.51	\$ 226,653.95	\$ 122,044.43
Stanislaus	\$ 657,415.66	\$ 294,829.25	\$ 235,681.17	\$ 126,905.24
Sutter	\$ 178,734.11	\$ 80,156.36	\$ 64,075.54	\$ 34,502.21
Tehama	\$ 161,206.32	\$ 72,295.72	\$ 57,791.89	\$ 31,118.71
Trinity	\$ 2,468.70	\$ 1,107.13	\$ 885.02	\$ 476.55
Tulare	\$ 303,897.36	\$ 136,287.95	\$ 108,946.12	\$ 58,663.29
Ventura	\$ 342,902.87	\$ 153,780.63	\$ 122,929.46	\$ 66,192.78
Yolo	\$ 252,548.33	\$ 113,259.60	\$ 90,537.68	\$ 48,751.05
Yuba	\$ 90,354.54	\$ 40,521.03	\$ 32,391.78	\$ 17,441.73
<b>Total</b>	<b>\$ 24,687,032.00</b>	<b>\$ 11,071,320.00</b>	<b>\$ 8,850,213.00</b>	<b>\$ 4,765,499.00</b>

COUNTY	Advisory Committee Funding		
	\$3000 SGF		
	Total Funds Federal and State (\$331,296 ÷ 56)	Federal Share (49.29%)	State General Fund Share (50.71%)
Alameda	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Amador	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Butte	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Calaveras	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Colusa	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Contra Costa	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Del Norte	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
El Dorado	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Fresno	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Glenn	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Humboldt	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Imperial	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Inyo	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Kern	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Kings	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Lake	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Lassen	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Los Angeles	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Madera	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Marin	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Mariposa	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Mendocino	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Merced	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Modoc	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Mono	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Monterey	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Napa	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Nevada	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Orange	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Placer	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Plumas	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Riverside	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Sacramento	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
San Benito	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
San Bernardino	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
San Diego	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
San Francisco	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
San Joaquin	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
San Luis Obispo	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
San Mateo	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Santa Barbara	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Santa Clara	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Santa Cruz	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Shasta	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Sierra	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Siskiyou	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Solano	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Sonoma	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Stanislaus	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Sutter	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Tehama	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Trinity	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Tulare	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Ventura	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Yolo	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
Yuba	\$ 5,916.00	\$ 2,916.00	\$ 3,000.00
<b>Total</b>	<b>\$ 331,296.00</b>	<b>\$ 163,296.00</b>	<b>\$ 168,000.00</b>

**FISCAL AND ADMINISTRATIVE UNIT  
COUNTY ASSIGNMENT LOG**

<b>Pam Ferguson (916) 651-2786</b>	<b>Karyn Ross (916) 651-2835</b>	<b>Joseph Smith (916) 651-2787</b>	<b>Chisa Brite (916) 651-2832</b>
<b>PA (SOC 448)</b>	<b>PA (SOC 448)</b>	<b>PA (SOC 448)</b>	<b>PA (SOC 448)</b>
Alameda (1) Colusa (6) Contra Costa (7) Fresno (10) Monterey (27) Napa (28) Riverside (33) San Bernardino (36) San Francisco (38) Shasta (45) Sonoma (49) Yuba (58)  Inyo (14) - NPC Modoc (25) - NPC Mono (26) - NPC	Los Angeles (19) Marin (21) Sacramento (34) San Benito (35) Solano (48)	Calaveras (5) Del Norte (8) Imperial (13) Kern (15) Kings (16) Lake (17) Lassen (18) Mendocino (23) Merced (24) Orange (30) Placer (31) San Diego (37) San Joaquin (39) San Luis Obispo (40) San Mateo (41) Santa Clara (43) Santa Cruz (44) Stanislaus (50) Ventura (56)	Amador (3) Butte (4) El Dorado (9) Glenn (11) Humboldt (12) Madera (20) Mariposa (22) Santa Barbara (42) Siskiyou (47) Sutter (51) Tehema (52) Trinity (53) Tulare (54) Yolo (57)  Nevada (29) - JPA Plumas (32) - JPA Sierra (46) - JPA
<b>CONTRACT MODE (SOC 432)</b>	<b>CONTRACT MODE (SOC 432)</b>	<b>CONTRACT MODE (SOC 432)</b>	<b>CONTRACT MODE (SOC 432)</b>
Riverside (33) San Francisco (38)	None	San Mateo (41)	Butte (4)
			<b>IP MODE ONLY</b>
			Alpine (2) Tuolumne (55)